Leonia Public Library
Public Computer and Internet Access Policy

The Leonia Public Library computers offer information access through the Bergen County Cooperative Library System (BCCLS). Periodical indexing, full-text magazine and newspaper articles and reference resources are provided by BCCLS and the New Jersey Knowledge Initiative via the Internet. Computer access at the Leonia Public Library is primarily for reference and research purposes. In offering public Internet access, the Leonia Public Library provides a gateway to material that can be personally, professionally and culturally enriching to persons of all ages. Since the Internet is an unregulated medium, however, it also allows access to information that may be inaccurate, offensive or even illegal.

The Leonia Public Library supports the American Library Association Bill of Rights.

Since the Library has no control over the information provided or accessed through the Internet, it cannot be responsible for its content. The Library supports the right and responsibility of parents/legal guardians, not Library staff, to monitor their children’s use of the Internet. Responsibility for and any restriction of a minor’s (below eighteen years of age) use of the Internet is solely with the parents/legal guardians. The signature of a parent or legal guardian is required to authorize a minor child’s use of the Internet at the Leonia Public Library. By signing the minor child’s library card application the parent/legal guardian authorizes that child to use the internet.

Minors (under 18 years of age) must present their library card to use the Internet. Guest Passes may not be issued to patrons under 18 years of age, except at the discretion of library staff.

Library cards and guest passes are not transferable.

Internet access in the Children’s Room is restricted to patrons in 5th grade and under.

Patrons are entitled to a maximum of sixty minutes of Internet use per day. If there are other available computers and it is near the end of a patron’s session, the patron may request a time extension before their session is complete. Time extensions, in thirty minute increments, may be granted at the discretion of the staff and as long as no other patrons are waiting to access the computers.

Patrons may not use the Library’s Internet service to perform an illegal activity or place any material on the Internet related to any illegal activity. It is the individual’s responsibility to respect copyright laws and licensing agreements. Patrons should understand that because security is technically difficult to achieve, electronic transactions and files could become public.

Downloading of individual files may be permitted for the purpose of printing, editing or non-intrusive purposes. Downloading and installing of software is expressly prohibited.

Internet users are expected to refrain from accessing materials that by local community standards would be considered obscene or objectionable or that may cause a disturbance.

The Library reserves the right to set rules and procedures for Internet use that will best accommodate the majority of our patrons.

The Library reserves the right to modify this policy at any time.

Approved by the Leonia Public Library Board of Trustees, February 13, 2008
Modified September 5, 2012 and October 19, 2015
Modified June 14, 2017
Internet sessions are reserved using the PC Reservation software and a valid Leonia or BCCLS member library card.

Patrons visiting from outside the area will be issued a guest pass. **Guest Passes may not be issued to patrons under 18 years of age, except at the discretion of library staff.**

*Library cards and guest passes are not transferable.*

Minors (under 18 years of age) must present their library card to use the Internet. **The signature of a parent or legal guardian on the library card application authorizes a minor child to use the Internet at the Leonia Public Library.**

Internet access in the Children’s Room is restricted to patrons in 5th grade and under.

Patrons are entitled to a maximum of sixty minutes of Internet use per day.

If there are other available computers and it is near the end of a patron’s session, the patron may request a time extension before their session is complete. Time extensions, in thirty minute increments, may be granted at the discretion of the staff and as long as no other patrons are waiting to access the computers.

*Sessions are limited to one person at a time.*

All public use computers and print station/copy machine will be shut down 15 minutes prior to Library closing.

Downloading of individual files may be permitted for the purpose of printing, editing or non-intrusive purposes. Downloading and installing of software is expressly prohibited.

Individual instruction is not offered beyond brief tips or suggestions. Staff cannot assist with problems or questions involving the use or accessing of patron’s personal or private information. Users are expected to be familiar with windows, Google Chrome and if applicable, MS Office.

Printing must be completed prior to the end of each session and at least 15 minutes prior to Library closing. **Black and white prints are $.15 per page.** All print jobs are sent to the self-service print station/copy machine where they must be paid for in cash (machine accepts nickels, dimes, quarters and $1 bills) and then printed. The use of exact change is recommended. Staff cannot provide change for printing and no refunds can be given. Patrons are advised to check their print-jobs carefully before printing.

Patrons may not use the Library’s Internet service to perform any illegal activity or place any material on the Internet related to any illegal activity.

Internet users are expected to refrain from accessing materials that by local community standards would be considered obscene or objectionable. Violation of this policy will result in the termination of the Internet session.

Patrons are expected to silence off cell phones in the library and take calls outside of the building or in the lobby by the entrance doors.

Violation of any terms of this policy may result in termination of the computer session. Multiple violations may result in restriction of public computer access for a designated period of time and at the discretion of the Library Director and will be proportional to the policy violation.
Rules for use of Public and Internet Access Computers

Internet sessions are reserved using the PC Reservation software and a valid Leonia or BCCLS member library card.

Patrons visiting from outside the area will be issued a guest pass.

Library cards and guest passes are not transferable.

Minors (under 18 years of age) must present their library card to use the Internet. The signature of a parent or legal guardian on the child’s library card application authorizes a minor child to use the Internet at the Leonia Public Library. Guest Passes may not be issued to patrons under 18 years of age, except at the discretion of library staff.

Patrons are entitled to a maximum of sixty minutes of Internet use per day. If there are other available computers and it is near the end of a patron’s session, the patron may request a time extension before their session is complete. Time extensions, in thirty minute increments, may be granted at the discretion of the staff and as long as no other patrons are waiting to access the computers.

Computers left idle will automatically shut down after 10 minutes.

Sessions are limited to one person at a time.

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